

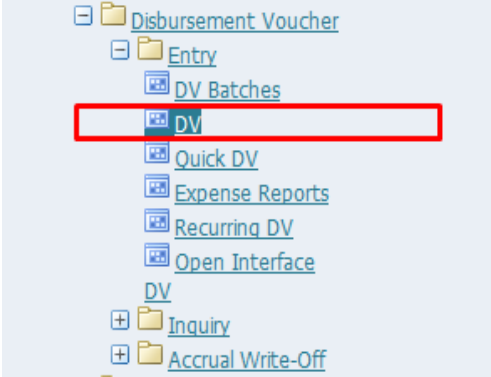
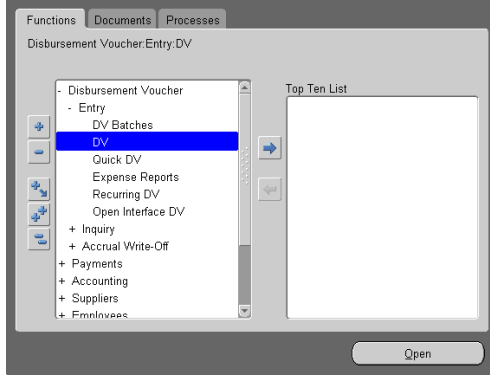
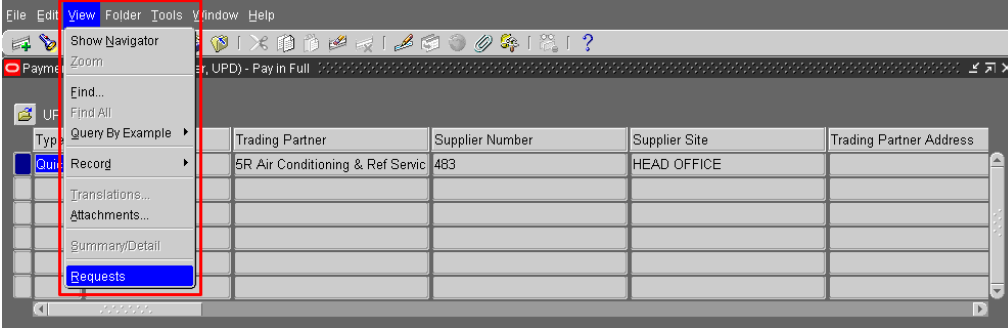


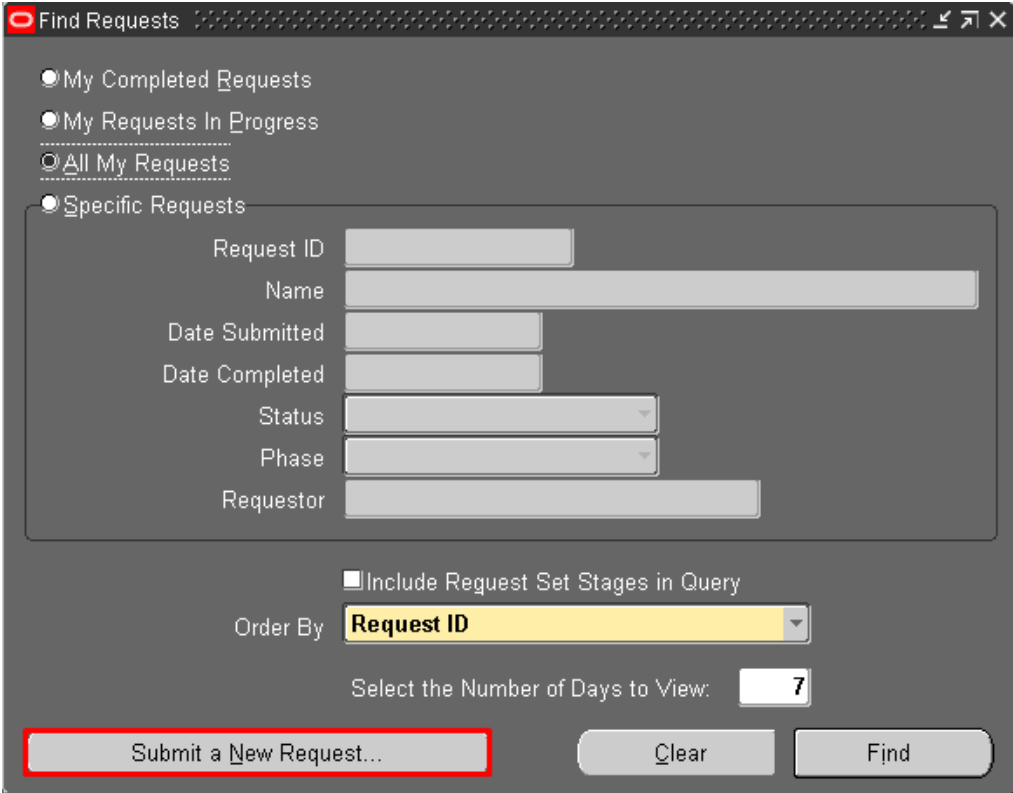
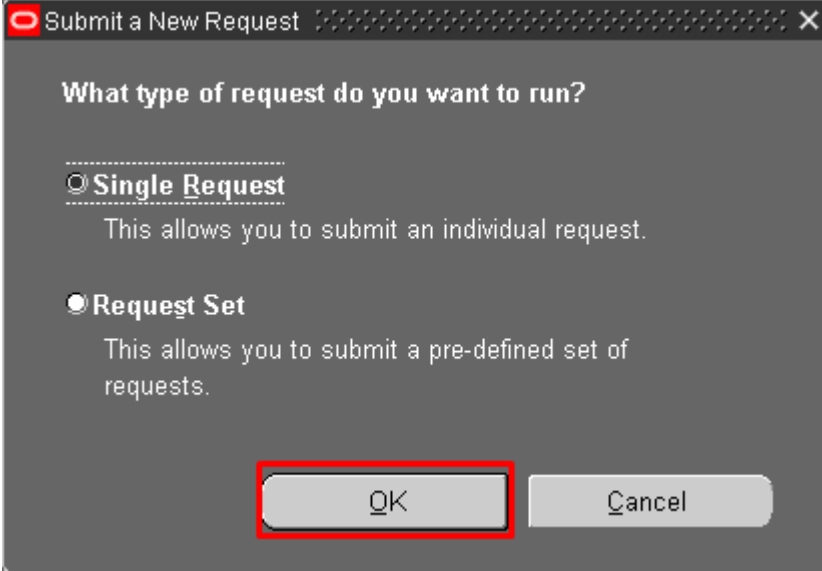
University of the Philippines
Financial Management Information System

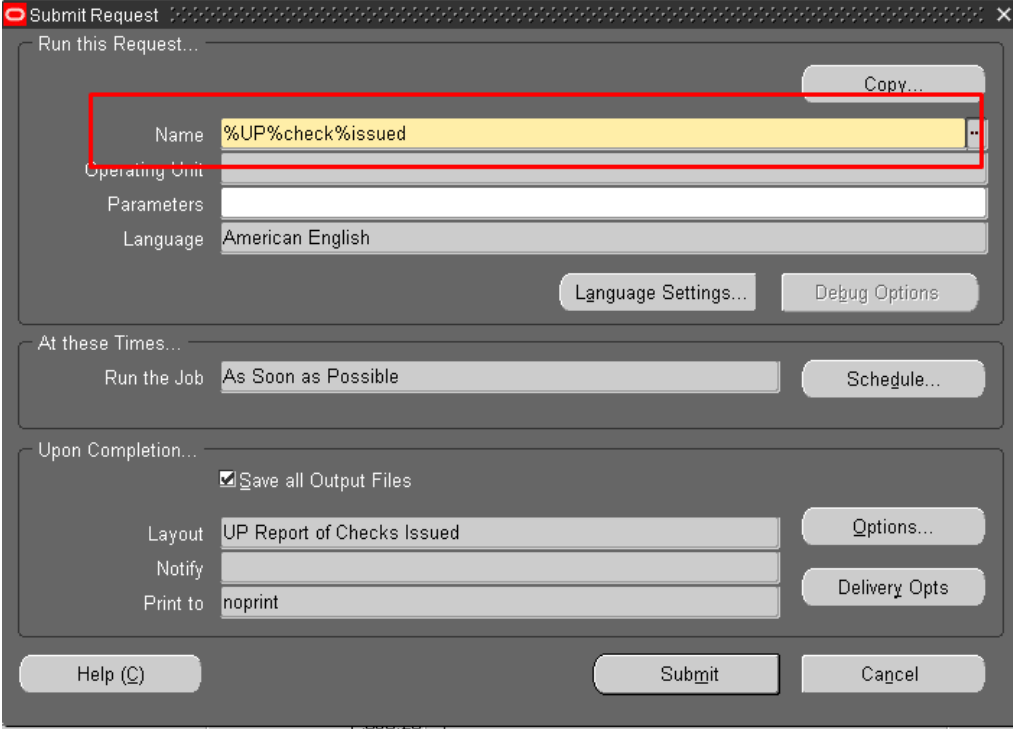
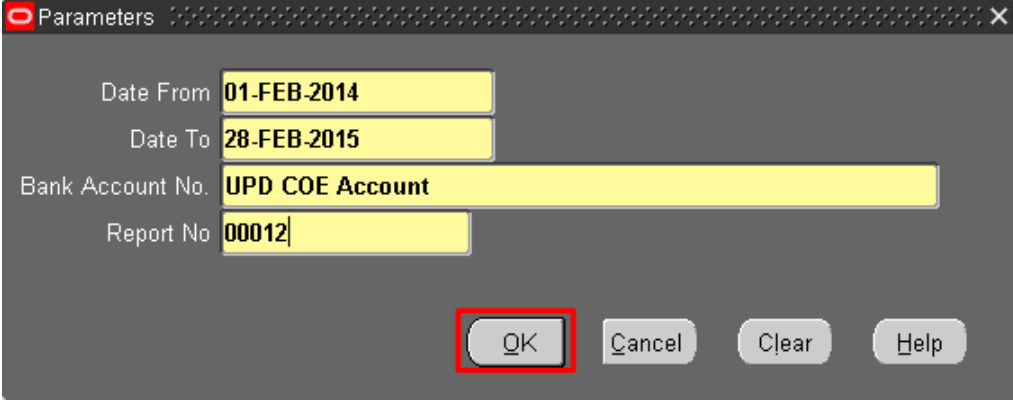


User Guide

Process ID	TSFM
Process Name	Generation of Report of Checks Issued
Information System	Financial Management Information System
Functional Domain	Accounts Payables Module
Responsibility	Payables Cashier
Purpose	
Data Requirement	Disbursement Vouchers Details Checks Details
Dependencies	Validated Disbursement Vouchers Paid Disbursement Vouchers with Check Payment Method
Scenario	

Process Steps	Process Details
<p>1</p>	<p>NOTE: After Cash Office Head approves the validated disbursement voucher, Disbursement Voucher Officer will process the payment for the approved DV. Paid DV through Check will be included in the generation of Report of Check Issued.</p> <p>In Main Menu, click Payables Cashier responsibility and navigate Disbursement Voucher > Entry > DV (Refer Fig. 01.a)</p> <p>Note: If Oracle Application Window is already open as shown in Fig. 01.b navigate through Disbursement Voucher > Entry > DV (Refer Fig. 01.b)</p>
	<div style="display: flex; justify-content: space-around;"> <div data-bbox="407 709 894 1083">  <p style="text-align: center;">Fig. 01.a</p> </div> <div data-bbox="922 709 1409 1083">  <p style="text-align: center;">Fig. 01.b</p> </div> </div>
<p>2</p>	<p>Click View menu and select Request. (Refer to Fig. 2)</p>
<p>Fig. 2</p>	
<p>3</p>	<p>Click Submit a New Request... button. (Refer to Fig. 3)</p>

<p>Fig. 3</p>	
<p>4</p>	<p>Click OK button. (Refer to Fig. 4)</p>
<p>Fig. 4</p>	
<p>5</p>	<p>Click the Name field. Enter “UP%check%issued%” and press TAB key in keyboard. (Refer to Fig. 5)</p>

<p>Fig. 5</p>	
<p>6</p>	<p>Enter the required parameters then click Ok button. (Refer to Fig. 6)</p> <ul style="list-style-type: none"> • Date From and Date To requires a standard format of date (DD-MMM-YYYY). • Select Bank Account No. in the provided list of value. • For Report No field, it requires numeric value
<p>Fig. 6</p>	
<p>7</p>	<p>After entering the parameters, click Submit button. (Refer to Fig. 7)</p>

<p>Fig. 7</p>	
<p>8</p>	<p>Click No button. (Refer to Fig. 8)</p>
<p>Fig. 8</p>	
<p>9</p>	<p>Click Find button. (Refer to Fig. 9)</p>

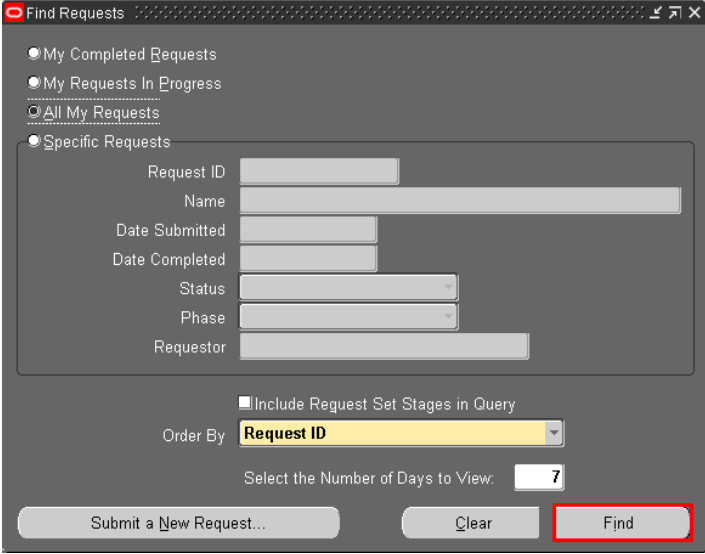
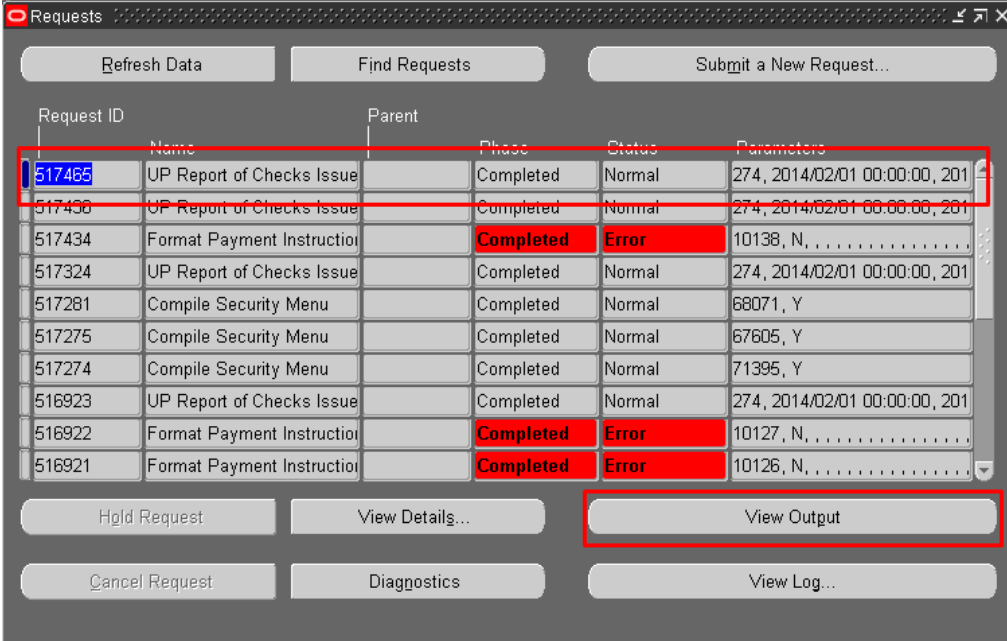
<p>Fig. 9</p>																																																																			
<p>10</p>	<p>Select the Report requested and Click View Output button. (Refer to Fig. 10)</p>																																																																		
<p>Fig. 10</p>	 <table border="1" data-bbox="407 1010 1408 1386"> <thead> <tr> <th>Request ID</th> <th>Name</th> <th>Parent</th> <th>Phase</th> <th>Status</th> <th>Parameters</th> </tr> </thead> <tbody> <tr> <td>517465</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>517436</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>517434</td> <td>Format Payment Instruction</td> <td></td> <td>Completed</td> <td>Error</td> <td>10138, N,</td> </tr> <tr> <td>517324</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>517281</td> <td>Compile Security Menu</td> <td></td> <td>Completed</td> <td>Normal</td> <td>68071, Y</td> </tr> <tr> <td>517275</td> <td>Compile Security Menu</td> <td></td> <td>Completed</td> <td>Normal</td> <td>67605, Y</td> </tr> <tr> <td>517274</td> <td>Compile Security Menu</td> <td></td> <td>Completed</td> <td>Normal</td> <td>71395, Y</td> </tr> <tr> <td>516923</td> <td>UP Report of Checks Issue</td> <td></td> <td>Completed</td> <td>Normal</td> <td>274, 2014/02/01 00:00:00, 201</td> </tr> <tr> <td>516922</td> <td>Format Payment Instruction</td> <td></td> <td>Completed</td> <td>Error</td> <td>10127, N,</td> </tr> <tr> <td>516921</td> <td>Format Payment Instruction</td> <td></td> <td>Completed</td> <td>Error</td> <td>10126, N,</td> </tr> </tbody> </table>	Request ID	Name	Parent	Phase	Status	Parameters	517465	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	517436	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	517434	Format Payment Instruction		Completed	Error	10138, N,	517324	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	517281	Compile Security Menu		Completed	Normal	68071, Y	517275	Compile Security Menu		Completed	Normal	67605, Y	517274	Compile Security Menu		Completed	Normal	71395, Y	516923	UP Report of Checks Issue		Completed	Normal	274, 2014/02/01 00:00:00, 201	516922	Format Payment Instruction		Completed	Error	10127, N,	516921	Format Payment Instruction		Completed	Error	10126, N,
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<p>11</p>	<p>Requested report will automatically generated. (Refer to Fig. 11)</p>																																																																		

Fig. 11

REPORT OF CHECKS ISSUED
UP Dillman

Period Covered: February 1, 2014 to February 28, 2014
Agency: _____

Bank Name / Account No.: UPD COE Account / LBP SA No. 1461-0939-88 Report No.: 15-04-1234
Sheet No.: Page 1 of 1

Date	Check No.	DV No./ Payroll	Responsibility Center Code	Payee	Nature of Payment	Amount
15-APR-15	41	19	-	SR Air Conditioning & Ref Services and Electrical Installation	Payment for Medical Supplies	7,885.23
15-APR-15	40	21	-	A & F Autocare Gen Upholstery	Payment for Sports Equipment	45,899.23
TOTAL:						PHP 53,784.46

CERTIFICATION

I hereby certify that this Report of Checks Issued in ___ sheet(s) is a full, true, and correct statement of the all checks released by me in payment for obligations for the period stated and shown in the attached disbursement vouchers.

MR. Michael Angelo Soliven April 17, 2015
Disbursing Officer Date